



## **Regional Stewardship Program Regional Grant Funds Proposal Structure**

Regional grant funds will support comprehensive university efforts to build intellectual capacity in stewardship priority areas. Pool funds will be allocated among the comprehensive universities in equal amounts of \$300,000 per institution. Regional grant funds will be used to recruit and retain full-time faculty or professional staff in areas of strategic benefit to an area of geographic responsibility, or the state, as identified in an institution's strategic plan for regional stewardship and the regional grant funds proposal, and as endorsed by a region's stewardship advisory committee.

Appropriate uses for these funds include start-up costs, salaries, benefits, travel, and operating expenses as permitted by university policy for new faculty or professional staff positions in targeted priority areas. It is anticipated that the addition of newly hired faculty or staff within a given Council approved priority area will result in reduced departmental teaching loads and increased release time so that participating faculty will have more time to engage in regional stewardship activities.

To receive regional grant funds, universities must submit and the Council must approve:

- a strategic plan, produced in collaboration with, and approved by, an institution's advisory committee, which identifies regional needs, opportunities, and stewardship priorities. This should be accompanied by a letter signed by the members of the regional advisory committee demonstrating support for the plan.
- a proposal that identifies targeted areas of impact at the university and contains a proposed budget for faculty and staff salaries, and operating expenses, in those areas. This should be accompanied by a letter signed by the members of the regional advisory committee showing support for the priority areas identified in the proposal.

## Proposal Requirements

Each proposal should contain the following:

- background information on the overall regional problems and goals that the proposed faculty and/or staff activities will address. That is, tie the request to specific elements of the regional strategic plan.
- a work plan for each of the proposed faculty and/or staff, including output and outcome measures.<sup>1</sup> In other words, what specific activities will the faculty and/or staff pursue over the course of the year and what specific outputs and outcomes are expected as a result of these activities?
- information about the teaching loads and release time for any proposed faculty.
- budget information based on the budget template provided.

For the proposed budget, complete the following table and identify proposed regional grants pool expenditures for 2007-08 by natural object category for each of the proposed new hires. Please add columns to the spreadsheet if there are more than four priority areas.

Category	Priority Area 1	Priority Area 2	Priority Area 3	Priority Area 4
Personnel Costs				
Operating Expenses				
Total				

A budget narrative must accompany this table. Please provide proposed personnel costs and operating expenses for each priority area.

For personnel costs, include all funds budgeted or expended for salaries, wages, benefits (including, but not limited to , employer's share of FICA, retirement contributions, insurance, unemployment insurance, worker's compensation), and payments to persons awarded personnel services contracts. Identify the number of personnel, by priority area, who will be supported with regional grant funds and provide a brief description of each person's job duties.

For operating expenses, identify the kinds of expenditures supported (e.g., professional development; computer equipment and software; travel; meeting expenses, etc.) and the budgeted expenditure levels for each. Also, demonstrate that these expenses are directly attributable to the support and operation of stewardship program activities.

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<sup>1</sup> Outputs are the direct results of program activities, such as size and/or scope of the services and/or products delivered or produced by the program. Outcomes are specific changes in individual-level attitudes, behaviors, knowledge, skills, status, or level of functioning expected to result from program activities. Source: W.K. Kellogg Foundation. 2004. Logic Model Development Guide: Using Logic Models to Bring Together Planning, Evaluation, and Action. Battle Creek, Michigan: W.K. Kellogg Foundation.